

Budget Revision/Amendment Requests

All budget revisions and amendments must include a cover letter on agency letterhead with justification for the proposed changes; and must be approved by the authorized official or designee. A budget revision/Amendment is defined as the transfer of funds between line items within the approved project budget.

- Budget revisions are only required for the period ending in December and the period ending in June for the Community Transportation Administration, and Operating budgets (if any line items are in overdraft) or if you have expenses for a line item that is not in your approved budget. Line items may stay in overdraft until budget is reconciled mid-year or at the end of the project year. Budget revisions **must be approved** before incurring cost for expenses not originally approved in budget. The proposed revision should reflect the entire department budget, even if line items remain the same. Follow these instructions to prepare a request.
- After the **invoice 012** worksheet, you will find two pre-numbered budget revision/amendment worksheets. Use **Revision 01** for your first request, **02** for your second and so on. The **Revision 01** worksheet should already contain your original approved budget (carried over from inv.001). Each revision will forward information to the next revision worksheet. Verify that the budget worksheet contains the correct budget.

Note: No entry required! Information is automatically carried over from entries made in Invoice 001 in the following cells:

Project Sponsor	Mailing Address	Purchase Order Number
Project No.	WBS Element	
Revision No.	Vendor No.	

- **Date**-Enter date budget revision/amendment was prepared in MM/DD/YYYY format.
- **Approved Budget** - The **Revision 01** worksheet should contain your original, approved budget. If you are working on your 2nd budget request, the **Revision 02** worksheet will contain the new, revised budget from the 1st revision worksheet. Verify that information is correct. All current approved budget line items must be included, regardless of whether you are requesting a change to that line.
- **+/- Change**- To increase/decrease a line item enter changes **only in whole dollars**.

Example:

Current Budget	+/- Change	Proposed Budget
To increase: 100	+50	150
To decrease: 300	-100	200

Change total should equal zero (0) for budget revisions since money is being moved between line

items. For amendments, the total in the center column will be the total amount you are requesting to increase or decrease in the budget.

- **Proposed Budget:** No entry required.
- **Prepared by:** Enter the name of the individual and duty/position who prepared the invoice along with their phone number (include area code) and email address.
- **Signature:** Authorized official/designee and duty/position title for the grant. If signed by designee, PTD must have a Delegation of Authority form on file signed by the authorized official.

Note: If you are requesting a budget revision or amendment for changes to salaries, you must complete a Salary and Wage Detail revision (see Wage Revision worksheet) and submit it with your budget revision/amendment request. On 5311 Administration and Operating grants, funds cannot be moved from the following line items:

G371	Marketing
G372	Promotional Items
G395	Training-Employee Education
G452	Insurance-Vehicles

- **Mail to -** Mail the original, signed budget revision/amendment request to:

Charlie C. Wright
Financial Manager
NCDOT/PTD
1550 Mail Service Center
Raleigh, NC 27699-1550

Note: You may submit a request for reimbursement based on the proposed (revised) budget along with your budget revision request. Remember to enter 0 (zero) for any line items not in your new Proposed Budget. Only enter the “Proposed Budget” amounts in the worksheet that you plan to submit with the budget revision. Each worksheet will automatically reflect the new budget amounts.